

ACTIVITY 2: AMERICAN TOP 40 MUSIC

New Skills Reinforced:

In this activity, you will practice how to:

1. align cell data to left, right, and center positions.
2. print preview to adjust setup so the spreadsheet fits on one page.

Activity Overview:

AT40.com is a music Web site where people can see the latest top ten songs of the week in addition to obtaining information about various music artists. The top ten songs of the week are listed as well as the previous week's (last week) top ten ranking for the same songs. The top ten fan picks are also listed. American Top 40 also provides its Web site visitors with detailed entertainment news.

The following activity illustrates how spreadsheets can be used to organize fan picks as well as the top ten songs of the current and the previous week. In this activity, you will be practicing how to align data in columns to make the spreadsheet easier to read.

Instructions:

1. Create a NEW spreadsheet.

Note: Unless otherwise stated, the font should be set to Arial, the font size to 10 point.

2. Type the data as shown.

NEW SKILL →

3. Center align the data in cells A6 – B18.

NEW SKILL →

4. Right align the data in cells C7 – C18.

NEW SKILL →

5. Left align the data in cells D8 – F18.

6. Carefully proofread your work for accuracy.

7. Save the spreadsheet as AMERICAN TOP 40 MUSIC.

8. Analyze the changes made to the data in the spreadsheet.

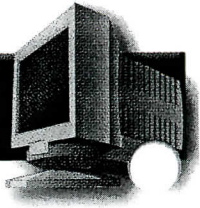
9. Set the Print Area to include all cells containing data in the spreadsheet.

NEW SKILL →

10. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.

11. Print a copy of the spreadsheet if required by your instructor.

ACTIVITY 2: AMERICAN TOP 40 MUSIC DATA SPREADSHEET



| | A | B | C | D | E | F | G | H | I |
|----|---|------|-------|-----------------|---|--------------------------------|---|---|---|
| 1 | Activity 2 Student Name | | | | | | | | |
| 2 | AT40.com MUSIC | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | TOP SONGS OF THE WEEK NOVEMBER 11, 2005 | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | RANK | RANK | | | | | | | |
| 7 | THIS | LAST | FAN | | | | | | |
| 8 | WEEK | WEEK | PICKS | ARTIST | | SONG | | | |
| 9 | 1 | 1 | 3 | Kanye West | | Gold Digger | | | |
| 10 | 2 | 2 | 1 | Kelly Clarkson | | Because of You | | | |
| 11 | 3 | 6 | 2 | Nickelback | | Photograph | | | |
| 12 | 4 | 3 | 5 | Mariah Carey | | Shake it off | | | |
| 13 | 5 | 5 | 4 | Black Eyed Peas | | My Humps | | | |
| 14 | 6 | 7 | 6 | Chris Brown | | Run It | | | |
| 15 | 7 | 8 | 7 | Fall Out Boy | | Sugar We're Goin' Down | | | |
| 16 | 8 | 4 | 8 | Green Day | | Wake Me Up When September Ends | | | |
| 17 | 9 | 9 | 10 | Bow Wow | | Like You | | | |
| 18 | 10 | 10 | 9 | Weezer | | Beverly Hills | | | |

Source: AT40.com